



HOMEOWNERS GUIDE FOR BUILDING PERMITS

**Community Development Department
Building Safety Division
190 N. Litchfield Road
Goodyear, AZ 85338
(623) 932-3004
FAX (623) 932-3027**

HOW TO OBTAIN A BUILDING PERMIT

Successful home improvement projects have been the pride and joy of many homeowners who take the time to organize their projects. An important element of the home improvement project is planning. This will include developing construction drawings and obtaining building permits. Permits are required before beginning construction for: new buildings, remodeling, or additions to your home or improvements to your property. These may include but are not limited to the following: fireplace, swimming pool, fountains, patio covers, carports, detached accessory buildings (gazebos, sheds, play houses, etc.) over 200 square feet of floor area; new rooms, new air conditioning units, etc.; or any change or repair to existing electrical or plumbing systems. There is also a plumbing permit required for vacuum breakers for landscape sprinkler systems.

WHY GET A PERMIT?

There are several advantages to doing home improvement projects with a building permit. The primary one is that getting a permit brings you the services of the building inspector. The inspector approves each phase of the construction process, checking to see that work is done safely and properly.

Secondly, there are legal and financial liabilities that you face when you don't get a permit. Work without a permit is illegal and can pose serious complications for you when you try to sell your house. Any fire and homeowners' insurance you have may be invalidated if you do work without a permit. If there is a fire in your house, the insurance company may use the illegal work as an excuse not to pay on your claim.

If a question arises regarding the need of a permit, a quick phone call to the City of Goodyear, Building Safety Division at 623-932-3004 can be made to determine whether or not a permit is necessary for a particular project.

WHO CAN GET A PERMIT?

Residential permits may be issued to the owner of the dwelling or residential property or any contractor licensed in the State of Arizona. A homeowner can do construction on their own house, but any contractors hired by the homeowner must have a State license. Also, remember, as the owner of the property, you are ultimately responsible for full code compliance.

PLAN REVIEW AND PERMIT FEES

You will be required to pay a fee for each building permit. The Building Official will determine the total estimated value of your construction project which will be used in computing your permit fees. Since fees and codes change periodically, it is best to contact the Building Safety Division prior to starting your permit.

Permits are not valid forever. If work is not commenced within 180 days after issuance or if no required inspections have been conducted and approved in 180 days, your permit may expire and must be renewed. If you believe your permit may be getting ready to expire, please call us for information on how to prevent expiration and additional fees.

The review time for room additions and household projects generally runs about 15 working days depending on the complexity of the project and the quality of the drawings. For room additions and small accessory buildings, the permit fees are assessed on the valuation of what it will cost to build the project. For smaller projects that require permits, generally a fixed flat permit fee is assessed to that particular project. The fees can be obtained by calling the Building Safety Division at 623-932-3004.

DEED RESTRICTIONS

The papers that give you ownership of your property sometimes have restrictions on what you can do with your land. Fortunately, most self-help projects do not conflict with deed restrictions. But remember: what your deed says you can't do, no matter what city law says, you cannot do.

Some of the types of restrictions you might find in your deed are: public utility easements (strips of land that you cannot build on because work may have to be done on public utility lines that run through there); public rights-of-way (a path that must be kept open); or mortgage or tenant rights of approval (for example, if your bank still holds title, it may have veto power over your building plans.)

You may find your deed at the County Recorder's Office or at your mortgage institution. If you have any questions about the language of the deed, get them cleared up so that you don't have any problems when you want to sell your property.

ZONING

Goodyear divides the city into specific zoned areas depending on what types of activities are permitted there. These "zoning districts" are very exact about the use to which property may be put. When you apply for a permit, your application and drawings will automatically go to the Zoning Division for review. Therefore, after checking your deed, check with the Zoning Division ((623) 932-3005) for specific restrictions in your area.

Zoning codes go even further. In an attempt to maintain the design and character of your neighborhood, the codes impose certain regulations about where you can build on your property and how big your house can be. Zoning codes can make your plans illegal no matter how well you design the project, so get the information as soon as possible and save yourself a lot of trouble.

REQUIRED CONSTRUCTION DOCUMENTS

The following Construction Documents will be necessary to process your request for a permit:

- Two copies of the Plot Plan
- Two copies of the Floor Plan
- Two copies of the Foundation Plan
- Two copies of the Roof Framing Plan
- Two copies of the Section Drawing
- Two copies of the Elevation Drawings

After you submit your plans for review, we will examine them for code compliance and note any deficiencies. If there are too many deficiencies, or if the plans are not complete, we will notify you to pick up the plans and make the appropriate corrections. When you have made the corrections on a "clean" set of drawings, return the two new sets **along with the red-lined set.**

When the plans are approved, we will contact you to come in and pick up the plans and pay any remaining permit fees. We will return one set of the approved construction drawings to you. This set **MUST** be kept at the job site and available to the City Inspector during the construction process.

THE PLOT PLAN

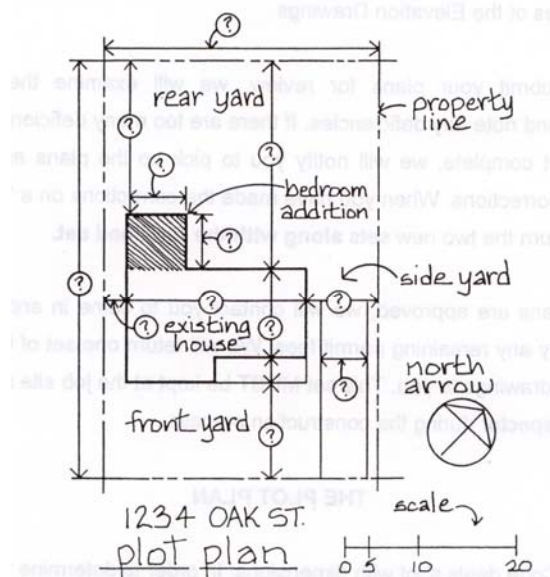
Our Zoning Code deals a lot with dimensions. In order to determine the allowable coverage, distance to the property line, etc., you need to start off with some measurements. Check your legal papers for dimensions of your property. If you can't find any of your legal documents with dimensions, you can contact the County Assessor's Office.

Next, you should take a larger piece of paper and make a rough sketch of your property, drawing an outline of your house, the sidewalks and street. Now take your drawing and large tape measure, go outside and learn about your property. Figure 1 is a typical example of a Plot Plan. The question marks are where you need to measure. You will also need to measure the distances from your house to any pools, tool sheds, gazebos, or any other detached accessory structures.

When you have the sizes of everything, put in an arrow pointing north and you will be ready to draw up your "plot plan". The plot plan must be drawn to scale so it's a good idea to get some 8-1/2" x 11" graph paper.

PLOT PLAN

Figure 1



BUILDING CODES

While zoning deals with your property and the relationship of your building to the neighborhood, building codes deal with the building itself. Identified usually as Building, Plumbing, Mechanical and Electrical Codes, they are designed to safeguard health and safety in every building.

If you are doing a large-scale job, it will be worth your time to research codes in a library. These codes are what the plans examiner uses daily to approve building plans. If you have questions on any of the codes, please give us a call.

WHAT YOU SHOULD DRAW

Good drawings are one of the most important steps in completing your building project. They will be used to cost out the job, get estimates from any subcontractors, show details in legal documents and obtain the necessary building permits. But best of all, they will give you a much clearer idea of how things will work once you are finished. Remember: you may know exactly what you want to do, but the Building Safety Division will need clear and complete drawings in order to process the permit. If something is not in compliance with the code, we do our best to catch it on the plans rather than in the field during construction. Correcting a problem in the field is very expensive and time-consuming.

If you are doing a simple project, you may be able to do all the drawings yourself. A project that only involves interior remodeling work may only need one drawing called a Floor Plan showing the house as it is now and what it will look like when you are all through.

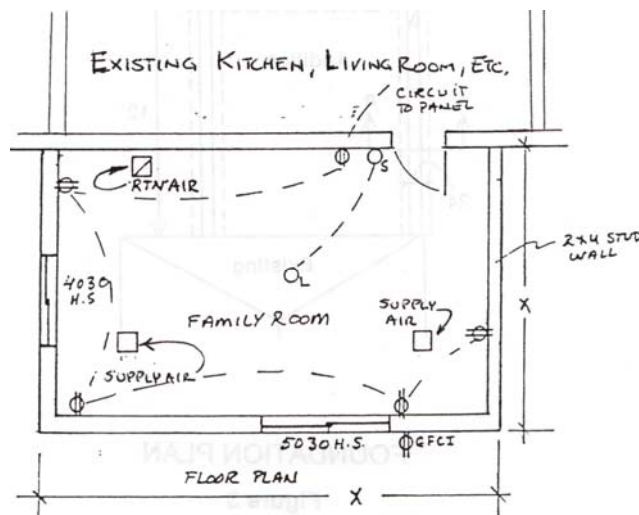
For construction outside the existing walls of your house (a room addition, patio cover, etc.) you will need several drawings in addition to your floor plans and plot plan:

- A Foundation Plan showing the construction of your foundation.;
- A Roof Framing Plan showing the layout of roof members;
- One or two Structural Sections showing how the building will be put together; and
- Two or three Exterior Elevations showing the outside of your existing house and how the new addition will look in relation to the house.

If your project is not too complicated, you may be able to combine several drawings in one diagram for the purpose of getting permits and estimates. On the other hand, if your project is complex, you may want to hire an architect or engineer to help with drawings.

Start by looking through some good drawing books. They will save you an enormous amount of time and include much more helpful information and details you can copy. If possible, do your drawings on 8-1/2" x 11" paper so that you can make quick and cheap copies.

FLOOR PLAN (Figure 2)



Floor plans are required and need to reflect several important factors (shown in Figure 2). The new areas must be labeled as to their intended use. In addition, all existing areas adjacent to the new area must be labeled, such as "Existing Kitchen", Existing Family Room", Existing Garage", etc. New and existing door and window locations and their sizes and types should be clearly identified on the floor plan. If any doors, windows or any other items are existing, label them as "Existing". Electrical outlets, switches and lights must be noted along with a notation of the number of circuits and the amperage size of any new electrical

circuits to be run into the new project. Electrical calculations may be required if your electrical service is 100 amps or less. If there is a need for electrical lines to be run underground, a notation on the drawing must show the type and size of conduit to be used, and the wire sizes to be installed. Plumbing, such as bathrooms or sinks, should be shown on the floor plan as well as the sizes of the pipes and the types of piping materials. The Floor Plan must also indicate existing plumbing fixtures. Any furnace location, as well as the locations of any supply or return openings must be shown on the floor plan. Due to its hazardous nature, gas installations will be subject to close scrutiny. The size and location of the supply lines, dimensions from the gas meter to the furthest gas appliance within the building, and the BTU consumption rate for each gas appliance need to be shown on the construction drawings. This information is crucial for an accurate assessment of pipe size required for safe operation of each gas appliance and efficient operation of the entire gas system. A gas test and approval will be required prior to the using of any new gas appliance. A gas test gage must be installed and made ready for inspection by the homeowner or contractor doing the work. An “air pressure gage” will need to be employed for the gas test. The air gage must withstand a pressure of 10 pounds of air pressure for 15 minutes. All interior flexible gas lines that are used to connect the gas appliances must be capped during the pressure test.

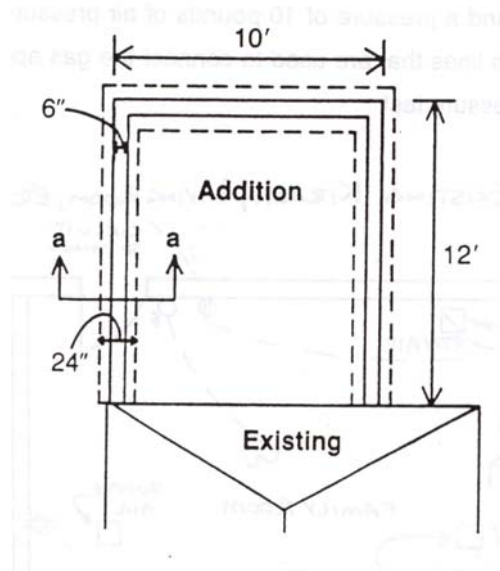
FOUNDATION PLAN

A foundation is used to distribute the weight of the building over the land on which it sits. If you are not adding to your house, you do not need this drawing. If you are extending your foundation, the Foundation Plan (Figure 3) is another important drawing that will need to be submitted. The plan must show the footing sizes and depths, reinforcing steel (if any) to be used, anchor bolt sizes and their locations, thickness of the slab, thickness of gravel underneath the slab,

dimensions of foundation, how the new foundation will be tied into the existing foundation, etc. Additional details concerning foundations can be obtained by calling the Building Safety Division.

FOUNDATION PLAN

Figure 3



SECTION DRAWING

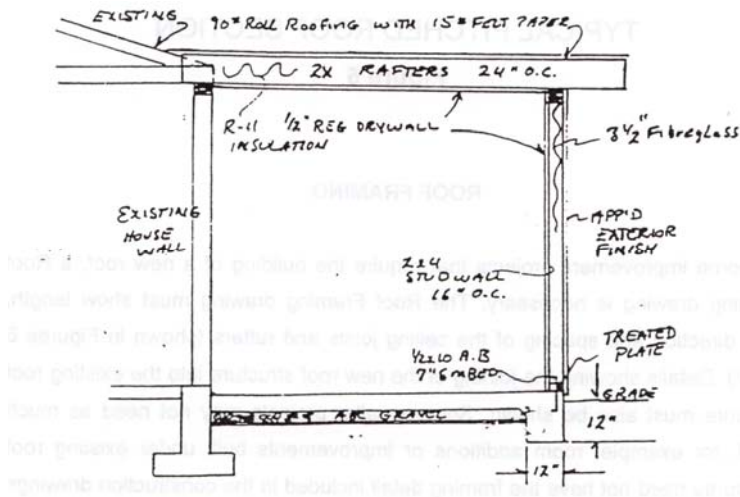
Section Drawings (Figures 4 and 5) literally slice through the building to show construction details. Your drawings need not be complex, but will need to include the following:

- How the wall frame connects to the foundation
- How walls connect to the ceilings and roof
- Roof slope
- Size and spacing of framing members (2"x8" rafters at 16" on center, studs, joists, etc.)

- Species and grade of lumber used (Contact your local lumber yard for this information)
- Heights between floors and ceilings
- Type and thickness of wall and roof sheathing
- Type of exterior wall covering (stucco, etc.)
- Type of roofing (tile, asphalt or fiberglass shingles, etc.)

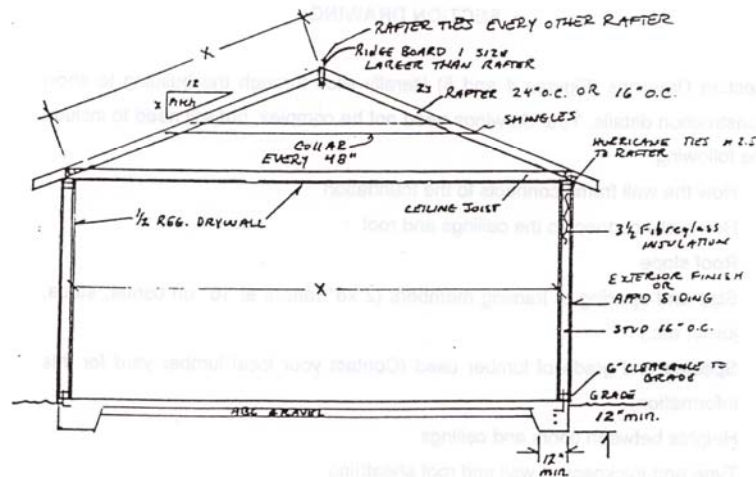
TYPICAL FLAT ROOF SECTION

Figure 4



TYPICAL PITCHED ROOF SECTION

Figure 5

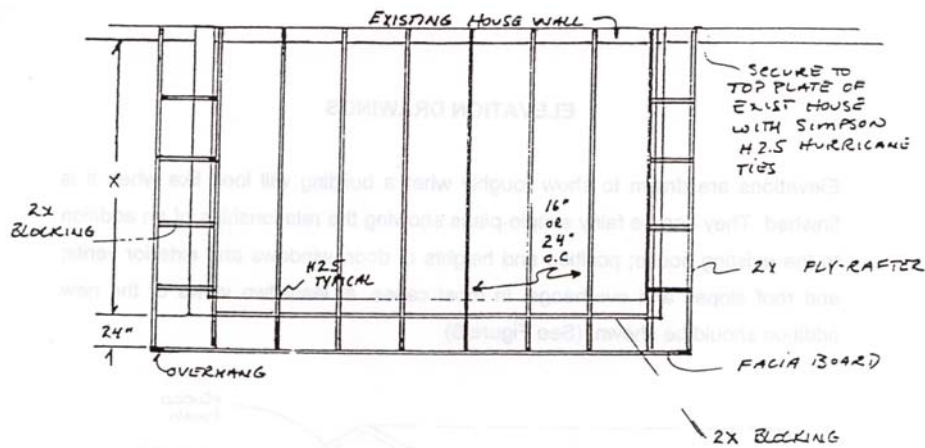


ROOF FRAMING

On home improvement projects that require the building of a new roof, a Roof Framing drawing is necessary. The Roof Framing drawing must show length, size, direction and spacing of the ceiling joists and rafters, both new roof area and existing roof area (shown in Figures 6 and 7). Details showing the joining of the new roof structure into the existing roof structure must also be shown. Some smaller projects may not need as much detail, for example, room additions or improvements built under existing roof structures need not have the framing detail included in the construction drawings package.

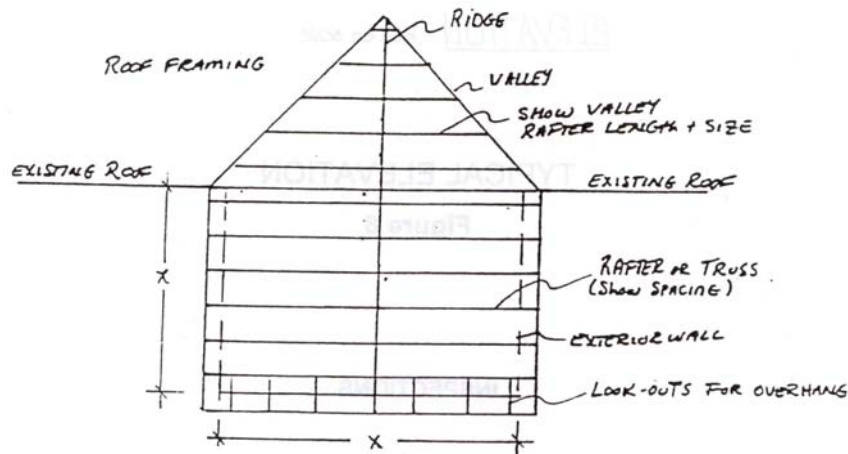
TYPICAL FLAT ROOF FRAMING PLAN

Figure 6



TYPICAL PITCHED ROOF FRAMING PLAN

Figure 7

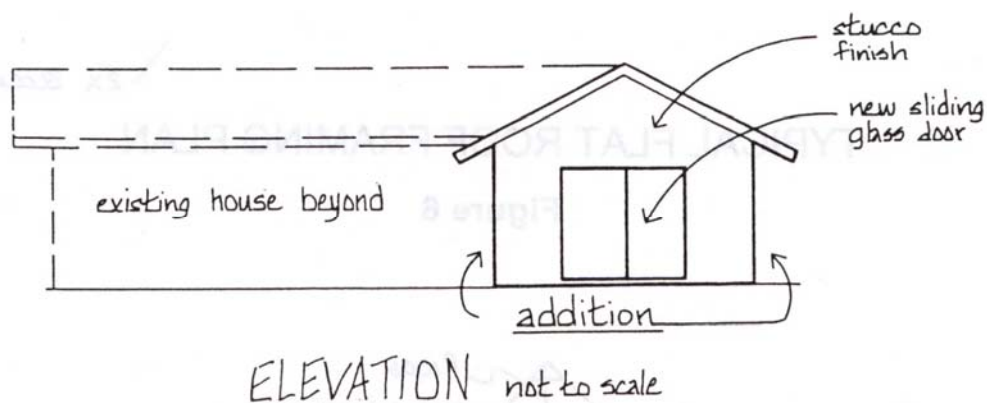


ELEVATION DRAWINGS

Elevations are drawn to show roughly what a building will look like when it is finished. They can be fairly simple plans showing the relationships of an addition to the existing house; position and heights of door, windows and exterior vents; and roof slopes and overhangs. In most cases, at least two views of the new addition should be shown. (See Figure 8)

TYPICAL ELEVATION

Figure 8



INSPECTIONS

The homeowner doing his own work may identify himself as the contractor and assume the responsibility for calling inspections. Inspections are required during construction and the procedures can be explained at the counter at the time of the issuance of the permit. No portion of the construction may be covered, concealed, or put into use until it has been inspected and approved by the City Inspector. In addition, the structure cannot be used, occupied or furnished until the City Inspector conducts a final inspection. The procedure for calling inspections will also be explained at time of permit issuance. The procedure is simply a phone call placed to the city on our Inspection Line at: 623-932-3494. Our Inspection Line phone number will be located at the bottom of your permit. When you call in, give the inspection code ("01" for a footing, "25" for framing, etc.) and the permit number. The City of Goodyear requires a 24 hour advance notice for all inspections and we do not take A.M or P.M requests. If you have scheduling problems, please call us and we will do whatever is reasonably possible to accommodate your request based on the inspection schedule for that day. The request for inspection must be done prior to 3:00 P.M. of any given working day in order for the City Inspector to respond to the inspection request on the following business day. Permits are valid for 180 days from the date of permit issuance or the last approved required inspection. **Any revisions to your plans must first be approved by the Building Safety Division.**

CONCLUSION

Hopefully, this handout has helped you understand the permit process and what is required to obtain your permit. Please remember that this information is only general information. Obviously, different projects require different information and the more complex the project, the more detailed the plans will need to be. While we cannot recommend contractors or "design" your plans for you, we will assist you with specific code questions you may have. Your local lumber yard and construction supply outlet are also good sources for practical information. By

having you submit accurate and complete construction drawings, we will be able to do our best to catch any problems on paper rather than in the field. Please call if you have any questions!

**Community Development Department
Building Safety Division
(623) 932-3004
FAX (623) 932-3027**